

MINUTES OF
LANCASTER AIRPORT AUTHORITY

August 17, 2020

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, August 17, 2020. The meeting began at 3:30 p.m. Mr. James Cunningham, Chairman, presided at the meetings and the following persons attended:

Lancaster Airport Authority

Chair	James Cunningham
Vice-Chair	Valerie Moul
Secretary	Matthew Brown – Excused Absence
Treasurer	Amanda Lehman
Asst. Secretary/Asst. Treasurer	Richard Stauffer

Counsel – Craig Russell, Esquire of Russell, Krafft & Gruber, LLP

Public

Ed Foster, University Park

Lancaster Airport Authority Staff

David Eberly – Airport Director
Cheryl Martin – Finance Administrator
Austin Beiler – Facilities Administrator – Excused Absence
Mary Stauffer – Manager, Alliance Aviation

PUBLIC COMMENT:

Mr. Cunningham began the meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Cunningham requested any public comments from the meeting attendees. No additional comments were offered at this time. Mr. Cunningham encouraged anyone, however, to get his attention throughout the meeting if desired.

MINUTES OF LAST MEETINGS:

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on July 20, 2020 were distributed to the Board members. Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously agreed, the minutes were approved as submitted.

FINANCE COMMITTEE:

FINANCIAL REPORT – The financial report for period ending July 31, 2020. As compared to last year at this time, gallons sold is back to normal as well as overall airport activity. Landfill is a disappointed income amount for July, however, it appears that construction has temporarily dropped with holds on construction projects. The following is the report for the referenced period.

Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
July Net Revenue:	\$108,782.30	\$138,594.97
Year to Date Net Revenue:	\$632,077.65	\$731,315.68
General Fund Report		
Reporting Period	Budget	Actual
July Net Revenue:	\$71,262.34	\$78,800.43
Year to Date Net Revenue:	\$332,894.26	\$479,643.36
Alliance Aviation Report		
Reporting Period	Budget	Actual
July Net Revenue:	\$37,519.96	\$59,794.54
Year to Date Net Revenue:	\$299,183.39	\$251,672.32
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$30,501.82
General Fund Liquid Reserves:		\$21,045.91
Certificate of Deposit:		\$2,953,000.00
PLGIT Cash Account:		\$1,238.29
PLGIT Prime Investment Account		\$2,389,925.22
PLGIT Term Account		\$0.00
General Fund Accounts Receivable:		\$76,360.10
General Fund Accounts Payable:		\$7,454.88
Alliance Aviation Checking/Cash on Hand:		\$81,091.20
Alliance Aviation Accounts Receivable:		\$46,759.70
Alliance Aviation Accounts Payable:		(\$66,622.22)
Total Cash and Cash Equivalents:		\$5,540,754.90
Grant-Funded Project Construction Report		
Balance @ June 30, 2020		\$36.60
Grant Receipts:		\$746,515.51
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$745,983.51)
Balance @ July 31, 2020		\$568.60
Passenger Facility Charge Account		
Balance @ July 31, 2020		\$1,020.16
\$ 1 Million Line of Credit Report		

Item	Rate of 4.0000%	Available Balance:
Balance @ July 31, 2020		\$1,000,000.00

The financial reports for the period ending July 31, 2020 were moved for approval as submitted by Ms. Lehman, seconded by Ms. Moul, and unanimously approved subject to audit.

FIRST SIX MONTHS COMPARISON – Ms. Martin presented a report reflecting the first six months comparison to 2019. Notes were included reflecting any items which were a significant difference the prior year.

PERSONNEL COMMITTEE REPORT:

BOARD RETREAT – tentatively a Board Retreat is scheduled for November 19 & 20 at the Lancaster Marriott. The meetings will review the current Airport strategic plan and refresh it with the incoming Assistant Director, Ed Foster, who is slated to take over with Dave Eberly’s retirement at the end of the year. More information will be provided as details are confirmed.

LANCASTER CHAMBER DINNER – the Lancaster Chamber dinner rescheduled for September has been changed to virtual meetings. The Board decided to retain the tickets as presented by the Chamber.

EMPLOYEE HEALTH INSURANCE REPORT – Mr. Eberly reported on the status of the 2019 health insurance program. The Airport Authority was refunded almost \$95,000 from the claim fund and he requested that the Board approve returning 10% back to eligible employees through a future payroll as done in previous years. The Board approved the request.

FACILITIES COMMITTEE:

AIRPORT LIABILITY INSURANCE DISCUSSION—Mr. Eberly has been looking into other airport liability limits and has been unable to locate a comparable airport with the services provided. He feels after reviewing the limits again that the current amount is sufficient with the typical traffic utilizing the Airport. Once Alliance moves to the Terminal and as traffic hopefully increases, if the type of aircraft utilizing the facility are more costly, he would recommend increasing the limits at that time. The Board agreed to Mr. Eberly’s recommendation and would continue to monitor traffic and adjust as necessary.

AIRPORT PROPERTY INSURANCE REPORT – During the latest insurance renewal process, Mr. Eberly requested that the broker review the current building values to ensure that the facilities on the field are at the appropriate level. Currently, the insured value is about \$17 million. After they were reassessed, the value increased to \$26 million. The premium increased almost \$20,000 for a total property premium of \$65,000. In case of a loss, even if several buildings are damaged, they would be able to be fully repaired/re-constructed as the insurance is currently

structured. Currently, most long-term tenants reimburse the Airport Authority for the property insurance so most of the increase will be passed along to the tenants.

MANHEIM TOWNSHIP SCHOOL DISTRICT BUS DEPOT UPDATE – Mr. Eberly has been working with Manheim Township School District and Manheim Township regarding erecting a facility at the Bus Depot area. The School District has requested a rental rate rather than an open-ended amount to be determined at the end of the project. Mr. Eberly consulted with the proposed architect and land development planner and they felt that with the facility needs and the code requirements, that \$800,000 is an appropriate project amount. The agreement would be for 10 years and would have annual escalators. A revised agreement will be returned to the School District for their approval and execution. The sewer/water line extension required by the project will benefit other future development as well.

A design contract has been submitted by TONO Architects. Upon approval by the School District to move forward, Mr. Eberly will be recommending approving the architect's contract.

PROPERTY COMMITTEE:

REGIONAL STORM BASIN – Mr. Eberly has been working with RGS Associates on moving the current basin adjacent to the landfill in order to expand the landfill area. RGS has provided a proposal to look at the feasibility of building in a watershed. Mr. Eberly met with Manheim Township to discuss the project and they have reservation due to the Pennsylvania watershed restrictions. More information to come.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Eberly reported that he submitted a letter to the Lancaster County Commissioners asking them to consider re-allocating COVID relief funds toward the EAS program. Commissioner Lehman is not supportive of the request and neither of the other commissioners had responded yet. Congressman Smucker is working on a bill to remove the local share requirement.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that aircraft activity was up 1.5% from July 2019 after an overall drop of 21%. Activity continues to recover overall. About 45% of Receivables are outstanding from the end of July. As a result of the Penn Cinema agreement, their balance will be on Receivables the report through 2021 until the balance is paid off.

FACILITIES ADMINISTRATOR – Mr. Beiler was unable to attend the meeting.

MANAGER, ALLIANCE AVIATION – Ms. Stauffer reported that the per flight fee to Southern Airways Express has been reinstated in August and will be reflected in next month's report. She has been working with Mr. Beiler to secure furniture for the new facility. The anticipated completion date is September 18.

PUBLIC COMMENT

Mr. Cunningham asked if any attendees had any additional comments or questions. No additional comments were received at this time.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, September 21, 2020 at 3:30 p.m. by ZOOM. Meetings have been scheduled on ZOOM until the Board is ready to return to meetings on-site. There being no further business to discuss, motion was duly made by Ms. Moul, seconded by Ms. Lehman, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary